### Annual 47 C.F.R. § 64.2009(e) CPNI Certificational Room EB Docket #06-36

#### Annual 64.2009(e) CPNI Certification for 2009

Date filed: Monday, February 22<sup>nd</sup>, 2010

Name of company covered by this certification: Total Customer Services, Inc.

Form 499 Filer ID:

823618

Name of signatory:

Keith E. Watson

Title of signatory:

**Executive Vice-President / Controller** 

I, Keith E. Watson, <u>certify that I am an officer of the company named above</u>, and acting as an agent of the company, <u>that I have personal knowledge that the company has established operating procedures</u> that are adequate to ensure compliance with the Commission's CPNI rules. See 47 C.F.R. § 64.2001 et seq.

Attached to this certification is an accompanying statement explaining how the company's procedures ensure that the company is in compliance with the requirements set forth in section 64.2001 et seq. of the Commission's rules.

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**Print Name:** 

Keith E. Watson

Title:

**Executive Vice-President / Controller** 

Totel Customer Services, Inc.

Date:

Monday, February 8th, 2010.

# Statement of Compliance with the FCC's Customer Proprietary Network Information "CPNI" Rules and Regulations

Totel Customer Services, Inc.'s ("Totel CSI") operating procedures certify that Totel CSI is in compliance with the FCC's rules and regulations regarding Customer Proprietary Network Information (CPNI).

All of Totel CSI's employees are aware that disclosure of our customers' CPNI information without obtaining the proper customer approval is a violation of the FCC's rules set forth in 47 U.S.C. 222 and Subpart U of Title 47 of the Code of Federal Regulations; 47 C.F.R. 64.2001 through 64.2009.

Totel CSI has taken the steps and has internal procedures in place so as to educate our employees through training regarding the FCC's rules and regulations as to when and where CPNI information may be released. The employees that have access to this information are aware that the FCC prohibits the disclosure of such information without the proper customer consent and as allowed by law and the FCC's rules.

Any employee that violates Totel CSI's CPNI operating procedures is subject to disciplinary action, up to dismissal.

Total CSI mandates yearly CPNI training for all employees to ensure up to date compliance with any new regulations.

Totel CSI has implemented safeguards for our customers' protection against pretexters consistent with the FCC's requirements in Section 47 C.F.R. 64.2010.

Totel Customer Services, Inc. <u>has not taken</u> any actions (proceedings instituted or petitions filed by a company at either State Commissions, the court system or at the Commission) against data brokers in the past year regarding any breach of CPNI information.

Totel Customer Services, Inc. <u>has not received</u> any customer complaints in the past year concerning the unauthorized release of CPNI.

#### February 2010

Certification of CPNI Filing EB-06-TC-060 EB Docket No. 06-36

## ANNUAL CERTIFICATION Customer Proprietary Network Information Procedures of Totel Customer Services, Inc.

I, Keith E. Watson, as an officer of the company named above do hereby certify that I have personal knowledge that Total Customer Services, Inc. ("Total CSI") has established procedures regarding the Customer Proprietary Network Information related to the subscribers of Total CSI.

These procedures, described on the attached page, are in compliance with Section 222 of the Communications Act of 1934, as amended (47 U.S.C. 222) and 47 CFR §§64.2001-64.2009.

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By: Keith E. Watson

Executive Vice-President / Controller

Totel Customer Services, Inc.

Monday, February 08, 2010

#### February 2010

### Certification of CPNI Filing Totel Customer Services, Inc.

Totel Customer Services, Inc. ("Totel CSI" or "Company") hereby submits that its procedures regarding its subscribers' Customer Proprietary Network Information ("CPNI") are in compliance with Section 222 of the Communications Act of 1934, as amended (47 U.S.C. 222) and 47 CFR §§64.2001-64.2009.

Totel CSI certifies that it protects and utilizes its customers' CPNI in compliance with the Commission's rules in 47 CFR §§64.2001-64.2009 and does not sell or disclose subscriber CPNI to outside entities. In addition Totel CSI does not disclose nor allow access by others to subscribers' CPNI for the purpose of identifying customers placing calls to competing carriers.

#### Totel CSI Company Waiver

All employees have signed a company waiver stating that they have received annual CPNI training and are aware of the FCC's CPNI regulations as well as the related federal regulations and Totel CSI's statutory responsibility to its customers. All requests for subscriber CPNI are forwarded to Senior Management personnel and any unauthorized use, sale, or disclosure of CPNI by any employee would subject the employee to disciplinary action, up to and including dismissal.

#### **Carrier Authentication Requirements**

Totel CSI prohibits its employees from releasing a customer's phone call records when a customer calls except when the customer provides a password. If a customer does not provide a password, Totel CSI will not release the customer's phone call records except by sending it to an address of record or by calling the customer at the telephone of record. Totel CSI also provides mandatory password protection for online account access. Totel CSI will provide all CPNI, including customer phone call records, to customers based on in-store contact with a valid government photo ID.

#### Notice to Customer of Account Changes

Total CSI notifies the customer immediately when the following are created or changed: (1) a password; (2) a back-up for forgotten passwords; (3) the address of record, or (4) an online account.

#### Joint Venture and Independent Contractor Use of CPNI

Totel CSI requires explicit consent from a customer before disclosing their CPNI to a joint venture partners or independent contractors for the purposes of marketing communications-related services to that customer. In addition Totel CSI does not disclose nor allow access by others to subscribers' CPNI for the purpose of identifying customers placing calls to competing carriers.

#### **Business Customer Exemption**

Totel CSI may bind itself contractually to authentication regimes other than those described in this Section for services it provides to its business customers that have both a dedicated account representative and a contract that specifically addresses the Company's protection of CPNI.

#### Notice of Unauthorized Disclosure of CPNI

A notification process is established for both law enforcement and Totel CSI customers in the event of a CPNI breach. Totel CSI's Senior Management shall notify law enforcement of a breach of its customers' CPNI no later than seven business days after a reasonable determination of a breach by sending electronic notification to the United States Secret Service (USSS) and the Federal Bureau of Investigation (FBI). Totel CSI may notify the customer and/or disclose the breach publicly after seven business days following notification to the USSS and the FBI, if the USSS and the FBI have not requested to postpone the disclosure.

However, Totel CSI may immediately notify a customer or disclose the breach publicly after consultation with the relevant investigative agency, if Totel CSI believes that there is an extraordinarily urgent need to notify a customer or class of customers in order to avoid immediate and irreparable harm. Additionally, Totel CSI will maintain a record of any discovered breaches, notifications to the USSS and the FBI regarding those breaches, as well as the USSS and the FBI response to the notifications for a period of at least two years. These records will include, if available, the date that Totel CSI discovered the breach, the date that Totel CSI notified the USSS and the FBI, a detailed description of the CPNI that was breached, and the circumstances of the breach.

#### Opt-In / Opt-Out Approvals

Totel CSI maintains records of all opt-in and opt-out approvals by customers, including a history of notices to customers. All outbound marketing campaigns are approved by the General Manager.